

## ARCHAEOLOGICAL RECORDS CHECK REQUEST

Your archaeological records check will **not** be complete unless all of the following materials and sources available in our office are reviewed:

- a) USGS topographic maps. Some of these maps have site locations and some do not. This is because not all counties have been mapped to date. If you look at these maps and see no sites, that does not mean that no sites have been located in those areas. It may indicate that site locations have not yet been placed on the consolidated maps.
- b) Printouts from the site location database. The computer records are not complete. Researchers need to provide the DHPA staff who are assisting them with the Section, Township, and Range of the project areas which are being researched. This will allow the staff to provide you with a list of any currently known archaeological sites which may be in the computer, but whose locations may not yet have been placed on the consolidated maps. Site forms should also be checked.
- c) Cultural resource management and other research reports. The staff will bring the relevant reports to you for review. The staff will need the county and topographic map(s) in which your project lies.
- d) Cemetery records. Another vital part of the records check process is looking at the relevant cemetery records. There may be cemeteries (both prehistoric and historic) in your project area. Therefore, these records (being compiled as part of our statewide cemetery database project) may provide locational or historical information which may not be found in the archaeological records.

**Provide the project information in the following format. This will allow our staff to pull the records easily for you, by project. We have given an example below:**

**Project:** Proposed cell tower project  
**Section, Township, Range:** Section 1, Township 3N, Range 4E  
**County:** Jackson  
**7.5' USGS topographic map:** Montgomery quadrangle  
**Civil Township:** Johnson

**Therefore, when you submit your request for records, your information could look like this:**

**Project #1:** Proposed cell tower project  
**Section, Township, Range:** Section 1, Township 3N, Range 4E  
**County:** Jackson  
**7.5' USGS topographic map:** Montgomery quadrangle  
**Civil Township:** Johnson

**Project #2:** Proposed water line project  
**Section, Township, Range:** Section 11-16, Township 4N, Range 2E  
**County:** Hancock and Marion  
**7.5' USGS topographic map:** Hancock County- Montgomery quadrangle; Marion County- Indianapolis East quadrangle  
**Civil Township:** Hancock County- Sugar Creek Township; Marion County, Warren Township